



Fire Chief

Fire and Emergency Services

FES/1: Safety Sensitive
FLSA: Exempt

JOB SUMMARY

The Fire Chief is the Chief Executive Officer of the fire department reporting directly to the Public Safety Director. This position is responsible for coordinating, planning, directing, and overseeing the operations and staff of all divisions of the Fire Department. In addition, this position is responsible for providing guidance and oversight to subordinate personnel, ensuring compliance with applicable codes, ordinances, laws, and regulations pertaining to department operations, and providing fire and emergency medical services to the citizens and visitors of Pickens County.

MAJOR DUTIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Oversee and direct the day-to-day operations of the Fire Department. Plan, coordinate, supervise, and evaluate fire and EMS operations.
- Coordinates the various planning, operations, training/training records, response, and fleet maintenance.
- Assures that vehicles and equipment meet or exceed accepted standards by assuring that files are maintained and by inspecting and replacing/repairing equipment and vehicles as necessary.
- Evaluation of all paid and Pickens County Volunteer personnel, including employee safety, training, and job performance.
- Direct the development of operational and administrative procedures, departmental policies, programs, and initiatives.
- Collaborate and demonstrate an ability to build rapport with staff, elected officials, peers, regional partners, and community representatives. Build partnerships at the local, state, and federal levels to secure resources and to advocate for the community's interests.
- Assist the public Safety Director with department annual budgets.
- Deliver timely, cost effective and efficient all-hazard approaches to community services.

- The ability to work in a constant state of alertness, and safe manner.
- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.
- Perform and fulfill obligations as a field operations commander including responding to alarms and directing activities at the scene of emergencies.
- Develop, communicate, and implement the strategic plan and vision for the department in a collaborative manner. Engage with citizens to foster support, input, and the prioritization of needs of service delivery.
- Plan departmental operations with respect to equipment, apparatus, and personnel and supervise the implementation of such plans.
- Use data to comprehensively assess operations and provide a vision to examine alternative forms of service delivery that may improve responsiveness and/or enhance resource conversation. Predict or adjust priorities and services through analysis of performance measure or other analytical data.
- Promote professional development, coaching, mentoring, and fostering a work environment that motivates individuals to excel in their areas of responsibilities.
- Ensures that monthly and quarterly reports are completed and submitted by staff in a timely manner.
- Assesses and responds to citizen complaints in a timely, courteous, and effective manner.

KNOWLEDGE REQUIRED BY THE POSITION

- Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.
- Knowledge of federal, and state rules and regulations governing firefighting functions and the delivery of emergency medical services.
- Knowledge of local, state and federal laws and county ordinances.
- Comprehensive knowledge of and first-hand experience in all major aspects of fire and EMS operations.
- Comprehensive knowledge of administrative functions and budgetary responsibilities.
- Knowledge of FLSA management pertaining to firefighters and support employees.
- Ability to develop, implement, and administer goals, objectives, and procedures for providing

effective and efficient services for the county we serve.

- Competencies in ethical conduct; stress management and composure; problem solving and analysis; strategic thinking; and teamwork orientation.
- Ability to direct a program and to plan, schedule, and review the work and performance of others in a manner conducive to strong performance with high morale.
- Extensive ability to prepare and direct preparation of comprehensive reports, budgets, and departmental materials, and correspondence.
- Ability to communicate well, the ability to calm individuals experiencing a medical emergency, handle abusive behavior, create public trust, give, and receive information in emergency situations.
- Ability to have a strong and confident presence, to be a good listener, be accessible, and understand the importance of maintaining close and consistent communication throughout the organization.
- Considerable knowledge of the geography of the county, buildings, street systems, and special areas requiring pre-fire knowledge or special firefighting techniques.

SUPERVISORY CONTROLS

The Public Safety Director assigns work in terms of departmental goals and objectives and reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include county, state and federal fire codes; National Fire Protection Association guidelines; county personnel policies; local ordinances; and departmental standard operating procedures. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, managerial, supervisory, and technical duties. Emergency and life-threatening situations contribute to the complexity of the work.
- The purpose of this position is to manage the delivery of fire and emergency services to the community. Successful performance helps ensure the protection of community life and property.

CONTACTS

- Contacts are typically with co-workers, elected and other local government officials, other department

heads, other emergency assistance officials, architects, attorneys, community and business leaders, and the general public.

- Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and educate the public.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands and fingers to handle or operate objects, tools or controls and reach or stretch with hands and arms with a full range of motion; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces.
- While performing the duties of this job, the employee will be required to work in outside weather conditions. The employee may work in environments where the potential exists for sustaining serious bodily harm or possible death in their performance of their duties.
- The position is exposed to extreme heat/cold, wet, or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes, or noxious odors, moving mechanical parts, electrical shock, heights, violence, disease/pathogens, traffic, animals/wildlife, explosives, toxic or caustic chemicals and radiations.
- Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
- While performing the essential functions of this position, the employee may frequently be exposed to fire, gases, fumes, or airborne particles, toxic or caustic substances, excessive noise, temperature extremes and dampness/humidity.
- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The employee may be exposed to machinery with moving parts, irritating chemicals, extreme temperatures, hazardous situations, and inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Fire/Rescue Operations Chief (3), Fire Marshal (1), Training Officer (1) and other department personnel and volunteers.

MINIMUM QUALIFICATIONS

- Associate Degree or greater in Public Administration, Business Administration, Fire Service Management or a related field from an accredited college or university is desired. Any combination of education, training and experience that proved the required knowledge and skills is acceptable with the requirement of obtaining an Associate Degree in a related field within two years of appointment.
- Ten years of progressively responsible experience in fire operations with five years servicing as a chief officer with supervisory and management experience in fire and EMS operations.
- Possession of valid Georgia driver's license (Non-commercial Class B) and a satisfactory motor vehicle record (MVR).
- Certification as a Certified Firefighter by the Georgia Firefighters Standards & Training Council.
- Certification as an EMT-I or EMT-P by the State of Georgia Department of Public Health.

Pickens County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.